

## SELF-SERVICE CENTER

### PROCEDURES: HOW TO FILE A RESPONSE TO A PETITION ABOUT CUSTODY, PARENTING TIME, and CHILD SUPPORT

1. **COMPLETE THE FOLLOWING DOCUMENTS:**

- ***Sensitive Data Sheet*** (Do NOT copy. Do NOT send to other party.)
- ***Response*** (Make 2 copies)

2. **TAKE THE PAPERS TO THE CLERK OF THE SUPERIOR COURT FILING COUNTER:**

The court is open from 8 a.m.-5 p.m., Monday-Friday. You should go to the court at least two hours before it closes. You may file your papers at any of the following Superior Court locations:

**Central Court Building** (downtown Phoenix)  
201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

**Southeast Court Facility**  
222 East Javelina Avenue, 1st floor  
Mesa, Arizona 85210

**Northeast Court Center** (40<sup>th</sup> Street & Union Hills)  
18380 North 40<sup>th</sup> Street  
Phoenix, AZ 85032

**Northwest Court Facility**  
4264 West Tierra Buena Lane  
Surprise, Arizona 85374

**FEES:** A list of current fees is available from the Self Service Center and from the Clerk of Court's website.

If this is the first time one of the parties or his or her attorney has "appeared", that is, filed papers in this case, a substantial "**appearance fee**" (also known as a "response" or "answer" fee) *will be due from that party* at the time of filing.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a deferral (payment plan) when you file your papers with the Clerk of the Court. Deferral Applications are available at no charge from the Self-Service Center.

3. **FILE RESPONSE AND PAY THE FILING FEE:** (also known as "response" or "answer" fee)

- File the "***Sensitive Data Sheet***", the original and both copies of your "***Response***" with the Clerk of Court, and pay your filing fee.
- The Clerk will keep the originals, stamp and return the copies to you.
- Make sure you receive both (2) copies back from the Clerk and they have been stamped.

4. **MAIL A COPY TO THE OTHER PARTY:** Mail or hand-deliver one copy to the other party.

- If an attorney represents the other party, mail or hand-deliver the copy to the attorney.
- If **DES is already involved** in child support matters regarding any of the children in this case, **send a copy to DES as well at: Attorney General, Child Support Enforcement, P. O. Box 6123, Site Code 775 C, Phoenix, AZ 85005.**

5. **KEEP THE LAST COPY FOR YOUR RECORDS.**

6. **WHAT TO DO WITH THE OTHER DOCUMENTS:**

- ***Parents Worksheet for Child Support***
- ***Alternative Dispute Resolution (ADR) Statement to the Court***

**You may either** complete the Parents Worksheet now, file the original and two copies along with your other court papers and provide Clerk-stamped copies to the other party, **OR** complete it before the final court hearing date and bring it to the hearing.

- Refer to the separate instructions and the **Arizona Child Support Guidelines** to complete the **Parents Worksheet**, **or** you may substitute a printout of the worksheet produced by the Superior Court's **online** Child Support Calculator.
- Read and follow the instructions on the document titled "When and How to Use the **Alternative Dispute Resolution (ADR) Statement to the Court**"

7. **WHAT WILL HAPPEN NEXT?**

You will receive an Order from the court telling you and the other party to come to an ERC (Early Resolution Conference). You **must** come to that conference *or you will be charged a "no show" fee for failure to appear.*